

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
STATE ENVIRONMENTAL REVIEW PROCESS**
(Revised 1/09/07)

PURPOSE

This procedure was developed by the New Mexico Environment Department (NMED), Construction Programs Bureau (CPB) to comply with the National Environmental Policy Act (NEPA) review requirements for federally capitalized Clean Water State Revolving Fund (CWSRF) loans and federally funded Colonias and special appropriation projects. The procedure is based on the implementing regulations for NEPA (40 Code of Federal Regulations [CFR] Parts 6, 25, 35, and 1500) as followed by the Environmental Protection Agency (EPA), USDA Rural Utility Service (RUS) Bulletin 1794A-602 and State regulations 20.7.7 NMAC. These regulations govern the NMED State Environmental Review Process (SERP). The RUS bulletins are available on their website at <http://www.usda.gov/rus/water/regs-bulletins.htm>. The State regulation may be viewed at http://www.nmcpr.state.nm.us/nmac/_title20/T20C007.htm.

IMPLEMENTATION

Environmental reviews will be conducted for all construction projects receiving assistance from the CWSRF loans, all Colonias projects, and all federally funded special appropriation projects.

The reviews could result in three possible actions: (i) CPB can recommend granting or denying a Categorical Exclusion (CE) if the action falls into a defined category where little environmental impact is expected, or (ii) prepare a preliminary Environmental Assessment (EA) along with a proposed Finding of No Significant Impact (FNSI), or (iii) find that potential impacts might be significant and direct that an Environmental Impact Statement (EIS) be prepared. These processes are explained in more detail in the **NEPA REVIEW PROCESS SUMMARY**. The applicant will be required to prepare a Preliminary Engineering Report (PER) and Environmental Information Document (EID). The PER will be prepared in accordance with RUS Bulletin 1780-2 (water) or 1780-3 (wastewater and EPA Region 6 Facility Plan Guidelines). The bulletins may be obtained at the website listed above. CPB project managers will review the draft PER using the **PER EVALUATION CHECKLIST**. The EID will follow the **EID OUTLINE**. CPB project managers will review the draft EID using the **NEPA EID EVALUATION CHECKLIST**. The applicant will be required to hold properly noticed public meetings and hearings as appropriate. CPB project managers will, if possible, attend all public hearings. The managers shall review the project mailing list for completeness and assist in agency coordination/consultation. The **NEPA COORDINATION/CONSULTATION MAILING LIST** should be used to this end.

CLEAN WATER STATE REVOLVING LOAN FUND

If a CE has not been requested, CPB will use the EID to prepare an Environmental Assessment (EA) on all CWSRF projects in accordance with the **ENVIRONMENTAL ASSESSMENT OUTLINE**. CPB will prepare a Finding of No Significant Impact (FNSI) for CWSRF projects, if supported by the EA. CPB will distribute the FNSI as a preliminary finding to the project mailing list and, if appropriate, publish it in a newspaper of general circulation. A minimum of thirty (30) days will be allowed for comment before further action is taken. The FNSI and EA may be amended in response to any comments received. CPB will prepare a Final Determination letter for the FNSI approving the PER, if properly supported. The letter will be distributed to the project mailing list.

SPECIAL APPROPRIATIONS AND COLONIAS

For special appropriations (SA) and Colonias Wastewater Construction Grant Program (CWCGP) projects, NMED will conduct a detailed review by applying the review process as delineated in 40 CFR Part 6, Subpart E, based on the physical and environmental conditions within the project planning area provided by the grantee, or as described in the grantee's EID and the associated PER, and the anticipated environmental consequences associated with the construction of the proposed SA or CWCGP project. After reviewing the environmental documents and determining their adequacy and accuracy, NMED will take one of three actions: (i) make a recommendation for granting or denying a Categorical Exclusion (CE), or (ii) prepare a preliminary EA along with a proposed FNSI and forward them to EPA Region 6, or (iii) suggest the preparation of an Environmental Impact Statement (EIS). The documents prepared by NMED will be in both official hard copy and electronic format. EPA Region 6 will then conduct an independent review and finalize the preliminary EA, if applicable, and subsequently (i) grant or deny a CE, or (ii) prepare and issue a FNSI, or (iii) prepare and issue a Notice of Intent to prepare an original or supplemental EIS and Record of Decision (ROD).

DOCUMENTATION

To document the NEPA review process, CPB project managers shall prepare and maintain the applicable items on the **NEPA PROJECT FILE CHECKLIST** in the project files. Project files will be maintained in the CPB office until the project is complete, all final documents have been received, and the project is officially closed. Closed projects will be archived in accordance with CPB policy and EPA regulations.

EXISTING ENVIRONMENTAL DOCUMENTS

Existing environmental documents may be used and referenced in the preparation of the EID and EA. However, information used in a previous assessment must be less than five years old, per 40 CFR 6.508, to still be pertinent. Previous assessments conducted by another agency can be incorporated by reference into the current assessment, but cannot substitute for a current assessment. CPB will determine whether to reaffirm, supplement, or reassess information that is more than five years old.

APPEALS

The issuance of the finalized FNSI/EA and the Final Determination letter are final agency actions subject to review as provided under the laws of New Mexico.

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
NEPA REVIEW PROCESS SUMMARY**

- 1) Applicant Meets with Environment Department, Construction Programs Bureau (CPB) to review the Clean Water State Revolving Fund (CWSRF) loan application process. The applicant will present the scope and nature of the project. The environmental review process will be reviewed in light of guidelines developed for the National Environmental Policy Act (NEPA). The three possible actions are: (i) CPB can recommend granting or denying a Categorical Exclusion (CE) if the action falls into a defined category where little environmental impact is expected, or (ii) prepare a preliminary Environmental Assessment (EA) along with a proposed Finding of No Significant Impact (FNSI), or (iii) find that potential impacts might be significant and direct that an Environmental Impact Statement (EIS) be prepared.
- 2) Applicant must prepare an outline of their preliminary engineering report (PER) (in accordance with USDA RUS Bulletin 1780-3 and EPA Region 6 Facility Plan Guidelines for wastewater or 1780-2 for water) and environmental information document (EID) for CPB review and approval. A generic EID Outline is attached. The RUS bulletins are available on their website at <http://www.usda.gov/rus/water/regs-bulletins.htm>.
- 3) If applicable to the complexity and scope of the project, the applicant conducts a Public Scoping Meeting to identify issues of concern, identify a preliminary range of alternatives to be considered, identify potential cooperating agencies, and identify consultation requirements (see 40 CFR 6.510a2). A notice of the meeting will be mailed to all agencies on the consultation list and other stakeholders, posted as appropriate in the community, and published in a newspaper of general circulation forty-five days in advance of the meeting. The notice shall contain an agenda for the meeting and a description of the purpose (a sample notice is attached). A copy of the notice, certification of publication, and list of posting locations shall be provided to CPB. The applicant shall maintain and provide copies to CPB of a sign-in sheet with names and addresses of attendees to be used for future consultation (project mailing list) and provide minutes of the meeting.
- 4) If the proposed project is not complicated, such as minor rehabilitation, it may be eligible for a categorical exclusion (see 40 CFR Part 6.107 and 6.505) from a detailed environmental review. CPB will make a determination as to qualification based on information provided by the applicant. These instances are rare and the applicant should expect to complete a full environmental review.
- 5) The applicant shall actively pursue a consultation/coordination effort to identify all interested parties and obtain comments on the proposed project. The applicant must make a good faith effort to identify potential issues of interest and potentially interested parties. A Coordination Matrix is provided for the applicant to complete to help associate issues with interested parties. A copy of the completed matrix shall be provided to CPB for review and comment. Potentially interested parties will be added to the project mailing list. The applicant must comply with the consultation processes required by Section 106 of the National Historic Preservation Act (see 36CFR Part 800), particularly the consultation with Indian tribes, and Section 7 of the Endangered Species Act (see 50 CFR Part 402). Tribal contacts have been provided in the NEPA Coordination/Consultation Mailing List and a Coordination Tracking Table must be maintained to document when written notices were sent, when follow up telephone calls were made, and what comments were received. A sample comment/consultation letter and guidelines for a project summary are provided in this package. A draft letter and project summary sheet must be provided for CPB review and approval before it is distributed.

- 6) Applicant shall complete a draft PER and EID. To the maximum extent possible, the PER/EID shall strive to mitigate concerns and impacts identified in the public meeting and consultation/coordination process. Mitigation measures shall be clearly identified in the EID. The draft PER and EID shall be submitted to CPB for review and comment.
- 7) Applicant shall conduct a Public Meeting, if deemed necessary, and at least one Public Hearing to review the draft PER/EID (see 40 CFR 25.5). A notice of the hearing will be mailed to all agencies on the consultation list and all parties on the project mailing list, posted as appropriate in the community and surrounding area, and published in a newspaper of general circulation forty-five days (may be reduced to no less than thirty days with CPB approval) in advance of the hearing. The notice shall contain an agenda for the hearing and a description of the purpose (a sample notice is attached). A copy of the notice, certified affidavit of publication, and list of posting locations shall be provided to CPB. The applicant shall maintain and provide copies to CPB of a sign-in sheet with names and addresses of attendees, provide a transcript of the hearing, and prepare a responsiveness summary of the comments received and action taken to address those comments (see 40 CFR 25.8).
- 8) The applicant shall revise the PER/EID to incorporate comments from CPB, the consultation/coordination process, and the Public Hearing. The final PER/EID shall be submitted to CPB for review and approval.
- 9) CPB will prepare an environmental assessment based upon the information provided by the applicant.
- 10) If CPB determines, through the environmental assessment process, that the proposed CWSRF project will have no significant impacts, a preliminary Finding of No Significant Impact (FNSI) will be prepared, distributed to the project mailing list, and published in a newspaper of general circulation in the project area. The notice will state the intention to approve the PER, outline the preliminary determination, and provide a minimum of 30 days for comment in agreement or disagreement with the finding. *[For Colonias and special appropriation projects, CPB will prepare a draft EA and FNSI for EPA Region 6. EPA will independently review, issue the NEPA documents, and make a determination as to the appropriate action.]* If a FNSI is not supported, an environmental impact statement (EIS) must be prepared.
- 11) At the conclusion of the comment period, CPB will address all comments received. If the FNSI is still supported, CPB will issue a notice of Final Determination regarding the FNSI and approval of the PER. The notice will be distributed to the project mailing list. If the FNSI cannot be supported, CPB will issue a notice that an EIS must be prepared.
- 12) Parties wishing to contest the final determination of CPB may appeal. The issuance of the finalized FNSI/EA and Final Determination letter are final agency actions subject to review as provided under the laws of New Mexico.
- 13) The CPB project managers will document the NEPA review process recording events, as applicable, on the NEPA Project File Checklist and maintain the record in the project files. Project files will be maintained in the CPB office until the project is complete, all final documents have been received, and the project is officially closed. Closed projects will be archived in accordance with CPB policy and EPA regulations.

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
NEPA PROJECT FILE CHECKLIST**

Project Name: _____ Project Number: _____

Project Manager (PM): _____

DOCUMENT	DATE	PM
Notice of Public Scoping Meeting		
Affidavit of Publication of Meeting Notice		
List of Meeting Posting Locations		
Minutes of Public Scoping Meeting		
Attendance Sign-in Sheet for Public Scoping Meeting		
Public Meeting Responsiveness Summary		
Project Mailing List		
Draft PER/EID		
NMED comment letter on draft PER/EID		
Notice of Public Hearing		
Affidavit of Publication of Hearing Notice		
List of Hearing Posting Locations		
Transcript of the Public Hearing		
Attendance Sign-in Sheet for Public Hearing		
Public Hearing Responsiveness Summary		
Final Facility PER/EID		
NMED Environmental Assessment		
FNSI - NMED or EPA prepared		
Affidavit of Publication of FNSI		
NMED Final Determination Letter		

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
ENVIRONMENTAL INFORMATION DOCUMENT (EID) OUTLINE**

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The following expanded outline provides guidance for preparation of the EID. For additional guidance, see RUS Bulletin 1794A-602.

ENVIRONMENTAL INFORMATION DOCUMENT

for
{Community}
{County}, New Mexico

Project No. ~~~~

{Date}

{Brief Descriptive Project Title}

Total Estimated Project Cost: \$ ~~~~ and list of agencies that may provide funding.

1.0 PURPOSE AND NEED FOR PROJECT

{Describe the conditions that create a need for the project and how the project will meet this need. Reference 40 CFR 6.506(b)3}

1.1 Project Description.

{Summarize facility improvement and construction activities, include location and vicinity map}

1.2 Purpose and Need for Project.

{Establish the underlying purpose of the proposed project. This will be the basis for evaluating the reasonable and practical alternatives.}

2.0 ALTERNATIVES

{Describe in detail each alternative considered, even if eliminated. Reference 40 CFR 6.506(b)5. The discussion should include engineering design alternatives, siting locations, and system capacities and should refer back to the PER for a full explanation of the alternatives and their evaluation.}

2.1 Alternative A - No Action.

{This is the baseline against which other alternatives are judged. Consequences of no action should be described.}

2.2 Alternative B - Preferred Action

2.3 (etc.)

3.0 AFFECTED ENVIRONMENT/ENVIRONMENTAL CONSEQUENCES

{Describe the existing environment as it relates to each topic in the project area. Reference 40 CFR 6.506(b) Discuss environmental consequences of the proposed action as they relate to the preferred alternative. The discussion should consider physical, legal, and institutional constraints; flow and waste reduction measures such as inflow/infiltration reduction and pretreatment; appropriate water conservation measures; alternative waste management techniques such as reuse, individual systems, and land application; appropriate energy reduction measures; improving effluent quality through operation and maintenance; construction phasing; multiple uses such as recreation and open space; alternative methods for managing sludge; environmental benefit; and capital and operating costs as they relate to this specific project. Only discuss those that are applicable.}

Discuss the relationship between short-term benefits of this project and the long-term impact on preserving and enhancing the environmental resources, including commitment of any irreversible and irretrievable resources. The discussion should clearly state the reason(s) for rejecting any alternatives. The impacts and potential environmental consequences on the following topics should be discussed for the preferred alternative. Mitigation measures for any impacts identified should be detailed.}

3.1 Environmental Setting.

{Briefly summarize the setting for the project, including, but not limited to, such things as general location, geology, soil types, water resources, climate, history, population characteristics, and economy as appropriate.}

3.2 Land Use

3.2.1 General Land Use.

{This should include present zoning and use of the proposed project area, total land area required for the project, and homes and businesses that may be affected. Consider displacing population or altering the character of existing residential areas. See 40 CFR 6.108(a), (b), and (e).}

3.2.2 Growth and Population Trends

{This section should describe historic and expected population growth that could affect the project. The rationale and justification for the projections of growth should be clearly described and referenced.}

3.2.3 Important Farmland.

*{Consult with **NRCS** to determine if soils have been classified as prime farmlands, prime rangelands, or prime forest land. Discuss how the proposed project will affect these lands. See 40 CFR 6.302(c).}*

3.2.4 Soils.

{Discuss soil types and how the proposed project will affect erosion and disturbance of the area.}

3.2.5 Formally Classified Lands.

{These lands include national parks, landmarks, historic sites, wilderness areas, wildlife refuges, wild and scenic rivers, grasslands, state parks, and Native American owned lands. Identify any of these lands that may exist in the project area and discuss the impacts from the proposed project. See EO 11988 and 40 CFR 6.301(a) and 6.302(e).}

3.3 Floodplains.

*{Consult with the **Federal Emergency Management Agency (FEMA)** local **floodplain administrator**, State Floodplain coordinator within the Office of Emergency Management, and FEMA floodplain panels to determine whether the project is within a floodplain and the potential impacts.}*

3.4 Wetlands.

*{Consult with the **U.S. Army Corps of Engineers** to determine if wetlands exist in the project area and what impacts the project will have on them. See EO 11990 and 40 CFR 6.302(a).}*

3.5 Water Resources

3.5.1 Surface Water.

*{Consult with **NMED Surface Water Quality and Drinking Water Bureaus** to determine stream standards, consider both quality and quantity.}*

3.5.2 Ground Water.

*{Consult with **NMED Groundwater Quality and Drinking Water Bureaus** and State Engineer Office and address both quantity and quality issues.}*

3.6 Coastal Resources.

{See 40 CFR 6.302(d) and (f). Acknowledge that coastal resources were addressed in the review, but do not apply in New Mexico}

3.7 Air Quality.

*{See 40 CFR 6.303. Consult with the **NMED Air Quality Bureau**. Determine if any population projections have been prepared for the project area as part of the State Implementation Plan and, if so, include those projections. Evaluate direct and indirect emissions and their impact on air quality. For projects located in an air nonattainment or maintenance area, provide necessary air emissions data to allow EPA to make a general conformity determination under 40 CFR Part 93 for consistency with the New Mexico Air State Implementation Plan.}*

3.8 Biological Resources

3.8.1 Vegetation.

{Describe vegetation in the proposed project area and potential effects. Discuss requirements for clearing, short and long term effects, and any future maintenance practices.}

3.8.2 Wildlife.

{Describe fish and wildlife resources in the project area. Discuss short and long term impacts. See 40 CFR 6.302(g)}

3.8.3 Threatened and Endangered Species.

*{Consult with **U.S. Fish & Wildlife Service and State Game & Fish** to identify listed species in the proposed project area. Discuss not only direct impacts on the species, but also impacts on critical habitat. Coordinate with Fish & Wildlife to obtain a no impact letter or to develop mitigation measures. See 40 CFR 6.302(h) and 50 CFR 402}*

3.9 Archeological, Cultural, and Historic Resources.

*{Consult with the **State Historic Preservation Officer** to identify registered site within the proposed project area. Conduct field studies as required. Coordinate with SHPO to obtain a no impact letter or to develop mitigation measures. See 36 CFR 800 and 40 CFR 6.301(b) and (c)}*

3.10 Socioeconomic/ Environmental Justice

3.10.1 Socioeconomic Issues.

{Describe present socioeconomic conditions and how the proposed project may impact them. Include cost of connection and user fees and relate to income levels in the project area and potential impacts. Impacts could be beneficial or adverse.}

3.10.2 Environmental Justice.

{Consult with EPA Region 6 to obtain their map and environmental justice index for the proposed project area. Based on the index, discuss

potential disproportionate affects on minority and low income populations, provisions for the affected populations to participate in the NEPA process, and identify mitigation measures. See EO 12898}

3.11 Other Resources

3.11.1 Public Health and Safety.

{Describe any existing permits and the compliance status and discuss safety issues such as traffic control.}

3.11.2 Energy.

{As appropriate, consider energy consumption and any special needs.}

3.11.3 Transportation.

{As appropriate, consider effects of proposed project on transportation facilities such as highways, railroads, and airports.}

3.11.4 Visual Impacts.

{As appropriate, consider effects on visual and aesthetic resources such as scenic vistas and skylines. Mitigation measures could include landscaping and architectural designs.}

3.11.5 Noise.

{As appropriate, consider construction and operation of the proposed project on noise sensitive areas.}

3.12 Cumulative Impacts.

{Discuss any irreversible or irretrievable commitments of resources to the proposed project. Identify whether the proposed project can induce growth and have secondary impacts such as increased water demand or increased generation of wastewater and the consequences. Are there impacts that result from the interaction of this project with other past, present, or future activities in the area?}

4.0 SUMMARY OF MITIGATION MEASURES

{List and describe all mitigation measures identified in Section 3, how they will reduce the impact to less than significant level, and how they will be implemented, include both structural and nonstructural measures. See 40 CRF 6.506(6) and (7)}

4.1 Physical Resources Measures.

{Includes land, water, and air resources}

4.2 Biological Resource Measures

4.3 Threatened and Endangered Species Measures

4.4 Socioeconomic/Environmental Justice Measures

4.5 Archeological, Cultural, and Historic Resources Measures

4.6 Environmentally Sensitive Areas

{Includes farmlands, classified lands, floodplains, and wetlands.}

4.7 Other Resources

4.8 Cumulative Impact Measures

5.0 CONSULTATION, COORDINATION, AND PUBLIC INVOLVEMENT

5.1 Agencies Consulted

{List all agencies consulted and include example of letter(s) used. Include all responses in an Appendix. Include a log that documents when letters were sent, responses received, and follow-up contact made. Written responses must be received from all cross cutting agencies. Comments indicating a significant impact must be addressed in Section 3 with mitigation measures summarized in Section 4.

The list must include the following:

- *New Mexico Office of Cultural Affairs, State Historic Preservation Office*
- *Applicable Tribal Contacts*
- *U.S. Department of Interior - National Park Service, Intermountain Region*
- *U.S. Department of Interior - Fish and Wildlife Service, New Mexico Ecological Services Field Office*
- *New Mexico Department of Game and Fish, Conservation Services Division*
- *New Mexico Energy, Minerals, and Natural Resources Department, Forestry Division*
- *U.S. Army Corps of Engineers - Albuquerque District, Regulatory Branch*
- *U.S. Department of Agriculture - Natural Resources Conservation Service, New Mexico State Office*
- *New Mexico Environment Department, Environmental Impact Review Coordinator*
 - *New Mexico Environment Department, Surface Water Quality Bureau*
 - *New Mexico Environment Department, Ground Water Quality Bureau*
 - *New Mexico Environment Department, Drinking Water Bureau*
 - *New Mexico Environment Department, Air Quality Bureau (Projects located in air non-attainment or maintenance areas require Federal general conformity determination. Appropriate air emissions information will be required for EPA to perform the determination.)*
- *U.S. Environment Protection Agency, Region VI, Air Planning Section (Consultation is only required for projects located in air non-attainment or maintenance areas.)*
- *U.S. Environment Protection Agency, Source Water Protection Branch/Groundwater Section (Must be consulted for projects located over a sole source aquifer.)*
- *New Mexico Office of the State Engineer*
- *New Mexico Department of Transportation*
- *Federal Emergency Management Agency, Region VI*
- *Local Flood Plain Administrator*

Additionally the following contacts may be necessary:

- *New Mexico Environment Department, Solid Waste Bureau*
- *Local officials such as city and county governments*
- *Irrigation District (such as MRGCD, EBID, etc.)*
- *Any other Local Special Interest Groups or Neighborhood Associations*
- *Sierra Club, Forest Guardians, and other environmental groups*

5.2 Public Involvement

{Include public notice, meeting minutes, project mailing list, and transcripts as an appendix}

5.3 Responsiveness Summary

{Summarize comments received from the public involvement process and describe the modifications to the PER/EID to accommodate the comments. See 40 CFR 25.8}

6.0 REFERENCES

{List all reference used in preparation of the document. When sources are quoted or referred to, they should be properly annotated in the document.}

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
NEPA EID EVALUATION CHECKLIST**

Project Name: _____ Project Number: _____

Project Manager (PM): _____

(Y = yes, N = no, N/A = not applicable)

ITEM	Y, N, N/A	COMMENT
1.0 PURPOSE AND NEED FOR PROJECT		
1.1 Is the proposed action clearly described in sufficient detail so the potential impacts can be identified?		
1.1 As appropriate, is the project description written broadly enough to encompass future modifications?		
1.2 Does the statement of purpose clearly define the need for the project?		
1.2 Is the statement of purpose written so that it does not inappropriately narrow the range of reasonable alternatives?		
2.0 ALTERNATIVES		
2.0 Does the EID address an appropriate range of reasonable alternatives?		
2.0 If there are alternatives that appear obvious or have been identified by the public, but are not analyzed, does the EID explain why they were excluded from consideration?		
2.1 Does the EID include the "NO ACTION" alternative described in sufficient detail so that its scope is clear and the potential impacts can be identified?		
2.1 If appropriate, does the NO ACTION alternative discuss legal ramifications of no action		
2-- If appropriate, does the EID discussion of alternatives include: Physical/legal and institutional constraints? Any other comments regarding alternatives?		

ITEM	Y, N, N/A	COMMENT
Does the PER adequately state the reason(s) for ranking and rejecting alternatives? Does the PER contain an adequate analysis of each alternative performed to clearly describe benefits and impacts?		
3.0 AFFECTED ENVIRONMENT/ ENVIRONMENTAL CONSEQUENCES		
3.1 Environmental Setting - Overall, is the affected environment adequately described?		
3.2 Land Use – Does the EID address general land use, population projections, important farm and range lands, soils, and formally classified lands such as national parks and wild and scenic rivers? Are mitigation measures described as needed?		
3.3 Floodplains – Does the EID document coordination with the floodplain administrator and identify whether the proposed project is within a floodplain? Are mitigation measures described as needed?		
3.4 Wetlands – Does the EID document coordination with the U.S. Army Corps of Engineers to determine if wetlands exist in the proposed project area? Are mitigation measures described as needed?		
3.5 Water Resources - including NPDES permits, DP's, 404 permits, etc. Does the EID document consultation with NMED DWB, GWQB, & SWQB's and SEO for surface and ground water quality and quantity? Are mitigation measures described as needed?		
3.6 Coastal Resources		
3.7 Air Quality – Does the EID document coordination with NMED AQB regarding ambient air quality standards compliance and population projections for the State Implementation Plan? Are emissions data for projects located in an air nonattainment or maintenance area included? Are mitigation measures described as needed?		

ITEM	Y, N, N/A	COMMENT
3.8 Biological Resources – Does the EID adequately describe existing vegetation and wildlife? Does the EID document coordination with U.S. Fish & Wildlife and State Game & Fish to identify listed species in the proposed project area? Does the EID document a no impact finding from Fish & Wildlife or appropriate mitigation measures?		
3.9 Archeological, Cultural, and Historic Resources – Does the EID document coordination with SHPO? Does the EID document consultation and follow up with Indian tribes? Have required field studies been completed? Does the EID document a no impact finding from SHPO or appropriate mitigation measures.?		
3.10 Socioeconomic/ Environmental Justice – Does the EID adequately describe socioeconomic conditions. Does the EID document coordination with EPA to determine the EJ index? Are mitigation measures described as needed?		
3.11 Other Resources – including public health & safety, energy, transportation, visual impacts, and noise. Does the EID adequately address these issues? Are mitigation measures described as needed?		
3.12 Cumulative Impacts – Does EID adequately address secondary and cumulative impacts? Are mitigation measures described as needed?		
4.0 SUMMARY OF MITIGATION MEASURES		
4.1 Are mitigation measures specifically listed for : Physical resources		
4.2 Biological Resources		
4.3 Threatened & Endangered Species		
4.4 Socioeconomic/ Environmental Justice		
4.5 Archeological, Cultural, and Historic Resources		
4.6 Environmentally Sensitive Areas		
4.7 Other Resources		

ITEM	Y, N, N/A	COMMENT
4.8 Cumulative Impacts		
5.0 CONSULTATION, COORDINATION, & PUBLIC INVOLVEMENT		
5.1 Are the agencies contacted for consultation clearly identified, including Tribal where appropriate?		
5.1 Is a sample consultation letter or other notice included along with a mailing list?		
5.1 Are responses included from all agencies contacted?		
5.1 Does the EID contain a contact log documenting when letters were sent, responses received, and follow-up contacts made?		
5.2 Are the minutes and/or transcripts of public meetings and hearing included?		
5.3 Does the EID include a Responsiveness Summary for all public hearings?		
OVERALL CONSIDERATIONS		
Is the EID easy to follow, technical terms defined, logical transitions, etc.?		
Are consistent references and terms used throughout the document?		
Are the references complete and adequate for the document?		
Other –		

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
NEPA COORDINATION/CONSULTATION MAILING LIST**

Consultation and coordination with public agencies and other stakeholders is **required**. The EID will not be considered complete without documentation of such coordination. Written responses must be received from all cross cutting agencies. The following list is provided as a starting point for the coordination process, but should not be considered complete. Local officials and other interest groups should be identified and included in the project mailing list as developed in the Coordination Matrix.

Contact the Historic Preservation Division to determine whether the proposed project will affect any cultural, archeological, or historic resources, including properties listed on the National Register of Historic Places. They are also responsible for Section 106 Consultation and can assist with identification of tribes that have an interest in the project area. A county-by-county work list of the appropriate tribal contacts is contained on their website at http://www.nmhistoricpreservation.org/OUTREACH/outreach_pueblo.html. They will require the information outlined in the Project Summary Sheet to complete their review which is elaborated on their website at http://www.nmhistoricpreservation.org/OUTREACH/outreach_section106.html. A letter of no impact or required mitigation measures must be included in the EID:

1. Katherine Slick, Director
New Mexico Office of Cultural Affairs -
State Historic Preservation Division
228 East Palace Avenue
Santa Fe, NM 87503
505-827-6320, fax 505-872-6338
<http://www.nmoca.com/historicpreservation.html>

Contact the Natural Resource Office the of the National Park Service to determine the existence and location of areas designated as national natural landmarks and wilderness areas (http://www.nature.nps.gov/nnl/Registry/USA_Map/States/NewMexico/new_mexico.htm and <http://www.wilderness.net/index.cfm?fuse=NWPS>) and wild and scenic rivers (<http://www.nps.gov/rivers/wildriverslist.html>) that must be addressed as part of the environmental review. Also contact the Natural Resource Office to coordinate data recovery and preservation activities when the proposed project may cause irreparable loss or destruction of significant scientific, prehistoric, historic, or archeological data. Guideline NPS-28 outlines the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation:

2. Roxanne Runkel
U.S. Department of Interior - National Park Service
Intermountain Region
12795 Alameda Pkwy
Denver, CO 80225
Roxanne_Runkel@nps.gov
303-969-2377
<http://www.nps.gov/legacy/regions.html>

*Contact the Fish and Wildlife Service to obtain an opinion of the proposed projects impact on fish and wildlife and on threatened and endangered species per Section 7 of the Endangered Species Act. A letter of no impact or required mitigations from the USFWS measures **must** be included in the EID:*

3. Susan MacMullin, Field Supervisor
U.S. Department of Interior - Fish and Wildlife Service
New Mexico Ecological Services Field Office
2105 Osuna, NE
Albuquerque, NM 87113-1001
Susan_MacMullin@fws.gov
505-346-2525, fax 505-346-2542
<http://ifw2es.fws.gov/newmexico/>

The New Mexico Game and Fish Department and the New Mexico Energy, Minerals and Natural Resources Department, Forestry Division should also be contacted to determine if any State listed species will be affected.

4. Lisa Kirkpatrick, Chief
New Mexico Department of Game and Fish
Conservation Services Division
P.O. Box 25112
Santa Fe, NM 87504
lkirkpatrick@state.nm.us
505- 476-8000
<http://www.wildlife.state.nm.us/conservation/index.htm>
5. Bob Sivinski, Rare and Endangered Plants Specialist
New Mexico Energy, Minerals, and Natural Resources Department
Forestry Division
1220 S. St. Francis Drive
Santa Fe, NM 87505
bsivinski@state.nm.us
505-476-3347, fax 505-476-3330
<http://www.emnrd.state.nm.us/FORESTRY/WEARE.CFM>

The Corps of Engineers must be consulted regarding wetlands determination and floodplain management. They are responsible for issuing 404 permits for any work in the waterways:

6. Daniel Malanchuk, Chief
U.S. Army Corps of Engineers - Albuquerque District
Regulatory Branch
4101 Jefferson Plaza, NE
Albuquerque, NM 87109-3435
daniel.malanchuk@usace.army.mil
505-342-3282, fax 505-342-3498
<http://www.spa.usace.army.mil/>

The Natural Resources Conservation Service should be consulted to determine whether prime farmlands (<http://www.nhq.nrcs.usda.gov/land/meta/m4983.html>) exist in the project area and may be adversely affected. The Conservation Service uses Form AD-1006 (10-83), Farmland Conversion Impact Rating, as a tool for considering impacts to prime farmland. They also publish a Prime Farmland Survey that lists prime farmland by county according to soil type:

7. Rosendo Trevino III, State Conservationist
U.S. Department of Agriculture - Natural Resources Conservation Service
New Mexico State Office
6200 Jefferson, NE
Albuquerque, NM 87109-3734
Rosendo.Trevino@nm.usda.gov
800-410-2067, fax 505-761-4462
<http://www.nm.nrcs.usda.gov/>

The New Mexico Environment Department Environmental Impact Review Coordinator should be contacted for all projects in New Mexico. All other NMED Bureaus contacted should be done so by courtesy copy (cc) to the Bureau of the letter to the Coordinator:

8. Gedi Cibas, Ph.D., Environmental Impact Review Coordinator
New Mexico Environment Department
P.O. Box 26110
Santa Fe, NM 87502
Gedi.Cibas@state.nm.us
505-827-2855

The Surface Water Quality Bureau (SWQB) should be contacted to regard any discharges to surface water, including non-point source and temporary discharges such as dewatering operations and erosion control requiring a Storm Water Pollution Prevention Plan (SWPPP) when five (5) or more acres will be disturbed. The SWQB must concur with Corps of Engineer 404 permits and certify that water quality will not be adversely affected. They also evaluate plans for land application of sewage sludge to determine compliance with EPA Part 503 regulations and for compliance with Section 208 Planning:

- a. cc: Marcy Leavitt, Chief
New Mexico Environment Department
Surface Water Quality Bureau
P.O. Box 26110
Santa Fe, NM 87502
marcy.leavitt@state.nm.us
505- 827-0187 fax 505-827-0160
<http://www.nmenv.state.nm.us/swqb/index.html>

The Ground Water Quality Bureau (GWQB) should be consulted whenever waste discharges might affect ground water quality. They are responsible for issuing permits (Discharge Plans) for facilities that discharge to the ground water:

- b. cc: Bill Olson, Chief
New Mexico Environment Department
Ground Water Quality Bureau
P.O. Box 26110
Santa Fe, NM 87502
bill.olson@state.nm.us
505-827-2918 fax 505-827-2965
<http://www.nmenv.state.nm.us/gwb/gwqbhome.html>

The Drinking Water Bureau (DWB) should be consulted whenever community water systems are involved in the project. They are responsible for reviewing and approving all modifications to a community water supply system:

- c. cc: Chuck Thomas, Chief
New Mexico Environment Department
Drinking Water Bureau
525 Camino de Los Marquez, Suite #1
Santa Fe, NM 87505
Chuck.Thomas@state.nm.us
505-827-1400
<http://www.nmenv.state.nm.us/dwb/dwbtop.html>

The Solid Waste Bureau (SWB) should be consulted whenever solid waste facilities are involved in the project. They are responsible for ensuring that solid waste is managed in such a way as to minimize impact on the environment and public health:

- d. cc: Auralie Ashley-Marx, Chief
New Mexico Environment Department
Solid Waste Bureau
P.O. Box 26110
Santa Fe, NM 87502
Auralie.Ashley-Marx@state.nm.us
505-827-2775
<http://www.nmenv.state.nm.us/swb/swbmain.htm>

The Air Quality Bureau is responsible for determining compliance with the State Air Quality Implementation Plan (SIP) and will review the proposed project for changes in air quality. Of particular concern is consistency of population projections in the SIP and the PER: Projects located in air non-attainment or maintenance areas require Federal general conformity determination. Appropriate air emissions information will be required for EPA to perform the determination.

- e. cc: Mary Uhl, Acting Chief
New Mexico Environment Department
Air Quality Bureau
P.O. Box 26110
Santa Fe, NM 87502
mary.uhl@state.nm.us
505-827- 1494
<http://www.nmenv.state.nm.us/aqb/index.html>

The EPA Air Planning Section is responsible for reviewing and approving a “general conformity applicability analysis” and determining regulation requirements. Consultation is only required for projects located in air non-attainment or maintenance areas:

9. Peggy Wade
Air Planning Section
EPA Region 6, 6 PD-L
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
wade.peggy@epa.gov
214-665-7247 fax 214-665-7263

The Office of the State Engineer is responsible for administering all water rights within the State of New Mexico. Land application of wastewater may affect return flow credits and the State Engineer should be consulted. The Engineer also reviews dam design and construction:

10. John D'Antonio, State Engineer
New Mexico Office of the State Engineer
PO Box 25102
Santa Fe, NM 87504-5102
505-827-6175
<http://www.seo.state.nm.us/>

The NMSHTD must review and approve projects that could impact state highways or require permits for construction within their right-of-way:

11. Colleen Vaughn
New Mexico Department of Transportation
Environmental Section
P.O. Box 1149
Room 213
Santa Fe, NM 87504
505-827-3234

The Federal Emergency Management Agency (FEMA) should be contacted to determine if projects are located within floodplains:

12. Federal Emergency Management Agency
Region VI
800 N. Loop 288
Denton, TX 76209
940-898-5399
<http://www.fema.org/regions/vi/index.shtm>

*The Environmental Protection Agency, Source Water Protection Branch **must** be contacted for projects located over a sole source aquifer:*

13. U.S. Environment Protection Agency
Source Water Protection Branch/Groundwater Section
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
214-665-7150, fax 214-665-6490

The Environmental Protection Agency has over-sight responsibilities for the CWSRF loan program and final approval of environmental reviews. They do not need to be consultant but must be included in the mailing list for NEPA decision documents.

14. U.S. Environment Protection Agency
Office of Planning and Coordination
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
214-665-6580, fax 214-665-6490

Other Local (Project Specific) Contacts:

15. Local Flood Plain Administrator **must** be contacted and comments recorded.
16. Local officials such as city and county governments
17. Irrigation District (such as MRGCD, EBID, etc.)
18. Any other Local Special Interest Groups or Neighborhood Associations
19. Sierra Club, Forest Guardians, and other environmental groups

The Antiquities Act and Historic Preservation Act require notification of American Indian tribes that may have occupied or have historical ties to the project area. Below is the 2001 Southwest Region Tribal Officials list. In any given year, a current official list of Tribal Leaders can be obtained from the Office of the Regional Director of the Bureau of Indian Affairs; phone, 505-345-7590; fax, 505-346-7517 and from the NMED website at <http://www.nmenv.state.nm.us/OOTS/AllIndianPuebloCouncil2005.htm>. Information regarding which tribes may have connections to specific areas may be obtained from Iris Drew at the Office of Tribal Government Services; 505-346-7592 and from the Historic Preservation Office website at http://www.nmhistoricpreservation.org/OUTREACH/outreach_pueblo.html.

Tribal Contacts (updated 1/06)

<http://www.state.nm.us/oia/triballist.html>

- | | |
|--|---|
| <p>1. Governor Jason Johnson
Pueblo of Acoma
PO Box 309
Acoma, NM 87034
505-552-6604
http://www.puebloofacoma.org</p> | <p>7. Governor Ronald Montoya
Pueblo of Santa Ana
2 Dove Road
Bernalillo, NM 87004
505-867-3301
http://www.santaana.org/</p> |
| <p>2. Governor Ray Trujillo
Pueblo of Cochiti
PO Box 70
Cochiti Pueblo, NM 87072
505-465-2244</p> | <p>8. Governor Nelson Pacheco
Pueblo of Santo Domingo
PO Box 99
Santo Domingo Pueblo, NM 87052
505-465-2214</p> |
| <p>3. Governor Robert Benevides
Pueblo of Isleta
PO Box 1270
Isleta Pueblo, NM 87022
505-869-3111
http://www.isletapueblo.com/</p> | <p>9. Governor Victor Montoya
Pueblo of Sandia
Box 6008
Bernalillo, NM 87004
505-867-3317</p> |
| <p>4. Governor Raymond Gachupin
Pueblo of Jemez
PO Box 100
Jemez Pueblo, NM 87024
505-834-7359
http://www.jemezpuablo.org/index.html</p> | <p>10. Governor Rudy Shije
Pueblo of Zia
135 Capitol Square Dr
Zia Pueblo, NM 87053-6013
505-867-3304</p> |
| <p>5. Governor John Antonio, Sr.
Pueblo of Laguna
PO Box 194
Laguna Pueblo, NM 87026
505-552-6654</p> | <p>11. Governor Norman Cooneyate
Pueblo of Zuni
PO Box 339
Zuni, NM 87327
505-782-4481</p> |
| <p>6. Governor Michael T. Sandoval
Pueblo of San Felipe
PO Box 4339
San Felipe, NM 87001
505-867-3381</p> | <p>12. Governor Dennis F. Vigil
Pueblo of Nambe
Route 1, Box 117-BB
Santa Fe, NM 87501
505-455-2036</p> |
| | <p>13. Governor Richard Mermejo
Pueblo of Picuris
P.O. Box 127, Penasco, NM 87553
505-587-2519</p> |

14. Governor George Rivera
Pueblo of Pojoaque
78 Cities of Gold Road
Santa Fe, NM 87506
505-455-2278
15. Governor James R. Mountain
Pueblo of San Ildefonso
Route 5, Box 315-A
Santa Fe, NM 87501
505-455-2273
16. Governor Earl Salazar
Pueblo of San Juan
PO Box 1099
San Juan Pueblo, NM 87566
505-852-4400
17. Governor Michael Chavarria
Pueblo of Santa Clara
PO Box 580
Española, NM 87532
505-753-7330
18. Governor Gilbert Suazo Sr.
Pueblo of Taos
PO Box 1846 Taos, NM 87571
505-758-9593
19. Governor Charlie Dorame
Pueblo of Tesuque
Route 42, Box 360-T
Santa Fe, NM 87501
505-982-2331
20. President Levi Pesata
Jicarilla Apache Nation
PO Box 507
Dulce, NM 87528
505-759-3242
<http://www.jicarillaonline.com/>
21. President Mark Chino
Mescalero Apache Tribe
PO Box 227
Mescalero, NM 88340
505-464-4494 x279
22. President Joe Shirley Jr.
Navajo Nation
P.O. Box 9000
Window Rock, AZ 86515
520-871-6352
<http://www.navajo.org/>
23. Chairman Wayne Taylor, Jr.
Hopi Tribal Council
P.O. Box 123
Kykotsmovi, AZ 86039
520-734-2441
<http://www.hopi.nsn.us/>
24. President Leo L. Pino
Ramah Navajo Chapter
Route 2, Box 13
Ramah, NM 87321
505-775-7130
<http://ramah.nndes.org/>
25. Chairman Howard D. Richards
Southern Ute Tribe
P.O. Box 737
Ignacio, CO 81137
970-563-0100
<http://www.southern-ute.nsn.us/>
26. Chairman Ernest House
Ute Mountain Ute Tribe
General Delivery
Towaoc, CO 81334
970-565-3751
<http://www.utemountainute.com/>
27. Chairman Henry Kostzuta
Apache Tribe of Oklahoma
P.O. Box 1220
Anadarko, OK 73005
405-247-9493
28. Chairperson Ruey H. Darrow
Fort Sill Apache Tribe of Oklahoma
Route 2, Box 121
Apache, OK 73006
580-588-2298
29. Governor Albert Alvidrez
Ysleta del Sur Pueblo
P.O. Box 17579 Ysleta Station
El Paso, TX 79917
915-859-7913

COORDINATION MATRIX*								
ASSOCIATION OF ISSUES AND INTERESTED PARTIES								
ISSUES/ PARTIES	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5								
EXAMPLE								
ISSUES/ PARTIES	Increased Traffic	Well water Depletion	Water Quality	Induced Growth	Air Quality	Project Cost		
Big City			X			X		
Happy Valley			X		X			
Farmers Association	X	X		X				
Down Wind Homes Assoc					X			
Sierra Club		X	X	X	X			

* This matrix is used to identify issues of concern and potentially interested parties and then to develop appropriate means of communicating and soliciting comments from the parties identified. The use of a single public meeting or a letter of notification, may not be the best vehicle for making contact and obtaining comments or concerns. The applicant shall work with CPB to develop a public outreach program that best accomplishes these purposes.

{SAMPLE REQUEST FOR COMMENT/CONSULTATION LETTER}

{Date}

{Contact Addressee}

{Address}

RE: {Project Name and identifying CWSRF number}

The {community} has requested {received} funding for a {project and funding type}. We are gathering information for an environmental review of the referenced project. The project is described in the attached project summary sheet and the location is depicted on the attached location map. *{Provide detailed description such that reviewer will understand scope and nature of project and the nature of the comment you expect from them – Guideline for Project Summary Sheet}*

{Insert for Tribal consultation letters: This letter initiates the Section 106 consultation process to determine whether the proposed project has the potential to disturb areas considered important or culturally significant. Culturally significant areas might include traditional plant use areas, traditional mineral areas, shrines or important geologic formations, archeological sites, or any areas deemed culturally significant to the Tribe. We would appreciate your determination whether there are religious or cultural ties to the project area. We also need to know if you have any concerns regarding any potential impacts that may result from the proposed project.}

{Insert for NMED Air Quality Bureau: Please inform us if any population projections have been prepared for this area as part of the State Implementation Plan and, if so, please provide those projections. Your evaluation of direct and indirect emissions and their impact on air quality would be appreciated.}

The review process requires coordination with pertinent agencies and interested parties. Your review and comment on the proposed project is an important element in the overall review. We have made an initial determination that this project will not have a significant environmental impact within the context of the National Environmental Policy Act (NEPA). If you disagree, please provide comments by {date - at least two weeks}. If your office concurs with the initial determination or you have no comment, please complete and return a copy of the acknowledgement below. You may FAX the form to {telephone #}

To provide verbal comments or for more information, please contact {name and telephone number}.

{Name and signature}

{Title}

ACKNOWLEDGEMENT:

As a representative for the referenced organization, the undersigned acknowledges receipt of this request for comment, and having reviewed the attached project summary and additional information, if provided, ☐ concurs with the initial determination, or, ☐ has no comments.

Signature: _____ Date: _____

Name: _____ Title: _____

GUIDELINES FOR PROJECT SUMMARY SHEET

(To be included with request for comment/consultation letter)

As a minimum the project summary sheet should include the information listed below. Items include information required by the State Historic Preservation Division for Section 106 consultation. The objective is to provide sufficient information to the reviewer such that environmental consequences of the proposed project can be completely evaluated.

1. Detailed description of the proposed project, including related activities to be carried out in conjunction with the project and the land status of real property in the area of effect. This description should explain the scope of work. Preliminary drawings or plans of the project design on USGS and/or other appropriate map should be included. It should provide the setting to determine the potential impacts on air quality, floodplains, wetlands, biologic, and cultural resources at a minimum.
2. Descriptions of the size of the project area, terrain, and present land uses of the project and adjacent land. Current photographs of the land to be used for the proposed project are helpful, particularly of any potential historic structures. Any additional information on kind and degree of prior or existing surface disturbance should also be included.
3. A portion of the USGS 7.5' quadrangle map **must** be attached with the project area clearly marked on it. The name of the quadrangle and the township, range, and section of the project area **must** be included with the map or displayed on it. A legible photocopy is acceptable.
4. Include a written description of the proposed boundaries of the project's *Area of Potential Effects* (APE). This should also be marked on the map if the APE does not coincide with the project area. For example, effects may extend beyond the area of ground disturbance.
5. A detailed description of efforts that are being made or on-going to identify and evaluate properties (including historic structures and archaeological sites) in the APE that are listed on or eligible to the National Register of Historic Places and the NM State Register of Cultural Properties. Results from these efforts must be provided to the State Historic Preservation Division (SHPO) before a determination of effect can be made. Any archaeological sites, historic buildings, or other cultural resources identified in the general area must be noted.
6. A description of efforts to identify whether Native American tribes that may be culturally affiliated with traditional cultural properties or other kinds of sites within the APE have any concerns related to the proposed undertaking. (*SHPO can assist with this.*)
7. Identification of all funding sources: federal, state, state trust, private, local, or combination.
8. Description of any cultural or biological studies that have been completed, their results, and recommendations.

{SAMPLE}

NOTICE OF PUBLIC MEETING

{COMMUNITY NAME}

{DESCRIPTIVE PROJECT NAME}

{PROJECT NUMBER}

- Date:** {At least 45 days after notice is published}
- Time:** {Should be scheduled to maximize public participation}
- Place:** {Should be conveniently located}
- Agenda:** {From Time A to Time B - presentation of project background and purpose}
- {From Time C to Time D - presentation of alternatives identified to date and process to follow}
- {From Time E to Time F - public question and answer and comments}
- Purpose:** The {Community} has applied for funding from the Clean Water State Revolving Fund (CWSRF) loan program to {describe project}. The purpose of this public meeting is to provide notice of the proposed project, identify issues of concern, identify a preliminary range of alternatives to be considered, identify potential cooperating agencies and other stakeholders, and enlist public participation in development of the project plan.

For more information contact: {Name, address, telephone number}

NOTICE TO PERSONS WITH DISABILITIES: If special assistance is required to participate in this public meeting, please contact the person above at least three days prior to the meeting so arrangements can be made. {Add as appropriate}

{SAMPLE}

NOTICE OF PUBLIC HEARING

{COMMUNITY NAME}

{DESCRIPTIVE PROJECT NAME}

{PROJECT NUMBER}

Date: *{At least 45 days after notice is published}*

Time: *{Should be scheduled to maximize public participation}*

Place: *{Should be conveniently located}*

Agenda: *{From Time A to Time B - review project background and purpose}*

*{From Time C to Time D - summary of preliminary engineering report/
environment information document}*

{From Time E to Time F - public question and answer and comments}

Purpose: The *{Community}* has *{applied for/been granted/etc.}* funding from the *{Clean Water State Revolving Fund Loan/State and Tribal Assistance Grant/etc.}* program to *{describe project including: timetable in which a decision will be reached, the issues under consideration, any alternative courses of action or tentative determinations made}*.

The purpose of this public hearing is to present applicable laws and/regulations, to review the draft preliminary engineering report and environmental information document, seek public comment, identify issues of concern, present the range of alternatives considered, and enlist public participation in development of the project plan.

Contact: For copies of available documents or for more information contact: *{Name, address, and telephone number}*

NOTICE TO PERSONS WITH DISABILITIES: If special assistance is required to participate in this public meeting, please contact the person above at least three days prior to the meeting so arrangements can be made. *{Add as appropriate}*

RESPONSIVENESS SUMMARY

IN THE MATTER OF THE PUBLIC HEARING REGARDING:

(Describe the Project subject to the hearing)

Summary of Public Comments:

(Provide a general summary of the comments received at the hearing)

Specific Public Comment ¹	Agency Response ²	Modifications in response to public comment ³
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

¹ List each specific, significant public comment.

² Provide a response to comment.

³ Explain what changes were made in the project or environmental document in response to the comment or why the comment was rejected.